

Updating Charges



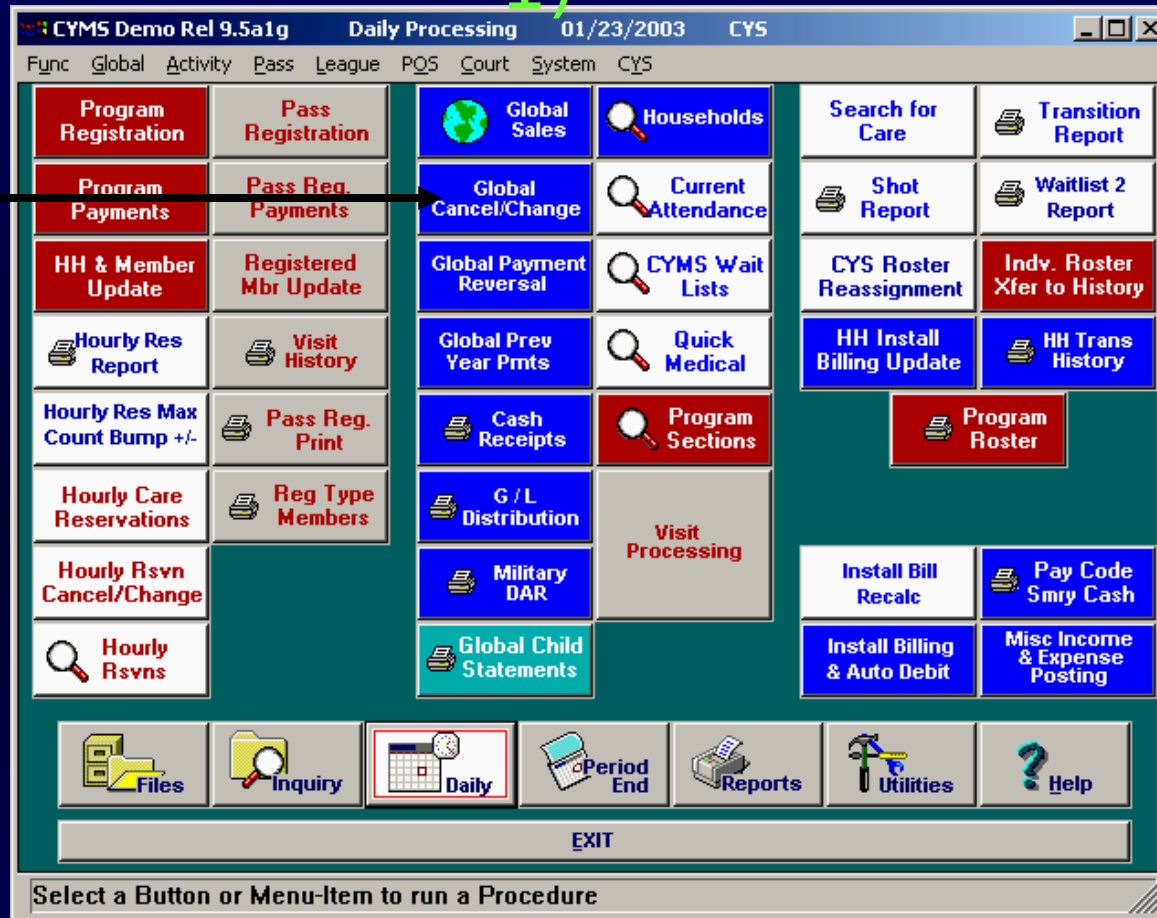
In CYMS,

Example 1:

Updating Charges is how you
For one bi-weekly billing a household was
charged a **Cat 2** full day rate and should only
have been charged the **Cat 1** rate.
that have already been charged to a

- The **Cat 2** rate = **\$136** bi-weekly household.
- The **Cat 1** rate = **\$91** bi-weekly
- So, they were **overcharged** by **\$45**

Example 1 - Household Overcharged (Step 1)



1. From the Main Screen, click **Global Cancel/Change**

Example 1 - Household Overcharged (Step 2)

The screenshot shows a software window titled "CYMS Demo Rel 9.5a1g" with a menu bar containing "Func", "Global", "Activity", "Pass", "League", "POS", "Court", "System", and "CYS". The date "02/04/2003" and "CYS" are also displayed. The main area has a teal background. A dialog box titled "Global Cancels/Changes Household Selection" is open. It features a "Lookup" label and a text input field containing "montoya,". Below the input field is a grid of buttons: "Sponsor Name", "Secondary Name", "H/H ID Number", "Home Phone", "Work Phone", "Family Member", "New Household", "Print Last Rcpt", "Address", and "Exit". A black arrow points to the "Sponsor Name" button.

2. Look up the household . . .

Example 1 - Household Overcharged (Step 2)

CYMS Demo Rel 9.5a1g File Maintenance 01/24/2003 CYS

Func Global Activity Facility Pass League POS Court System CYS

Household Listing

Primary Guardian	Primary Address	Res	H/H ID No	Prime HM PH	Prime WK PH	Primary City/St/Zip
Montoya, Inigo	2 Princess Bride Lan	Yes	94390439	(802)879-3482		FT Ethan Allen, VT 05446
Moore, Janey	49 Abe St	Yes	8993329	(802)862-7372		Burlington, VT 05446
Musinger, Jerry	458 Persnickety Lane	Yes	444444787	(802)878-7555	(802)554-8871	Ft Ethan Allen, VT 05446
Mutton, Merlin	12 Sheep St	Yes	230230982	(802)555-0099	(802)389-7230	Colchester, VT 05446
Poe, Jed	46 Raven's Cricle	Yes	281732681	(802)903-2820		FT Ethan Allen, VT 05446
Ramirez, Julia	67 Buffard Drive	Yes	965877438	(802)548-7878	(802)488-7878	FT Ethan Allen, VT 05446
Randle El, Antwaan	1528 Indigo Lane	Yes	516616556	(802)554-4878	(802)998-7878	FT Ethan Allen, VT 05446
Scrooge, Victor	67 Marley Way	Yes	2822992	(802)919-8192		FT Ethan Allen, VT 05446
Sikes, Barry	28 Spring St	Yes	92227828	(802)863-7373		FT Ethan Allen, VT 05446
Simon, Jeffrey	123 Jenkins Hill Roa	Yes	104686607	(802)448-7788	(802)455-7787	Ft Ethan Allen, VT 05446
Simpkins, Lenny	2128 Hardscrabble R	Yes	89932921	(802)864-0934		FT Ethan Allen, VT 05446
Smith, Antwain	15 Super Bowl Cham	Yes	454545777	(802)777-4444		FT Ethan Allen, VT 05446
Taylor, Terry	873 Overshoe Lane	Yes	43097320	(802)984-7322		FT Ethan Allen, VT 05446
Templeton, David	154 Jenkins Hill Roa	Yes	104686609	(802)154-4878	(802)448-5545	Ft Ethan Allen, VT 05446
Thomas, Dave	12 Wendy's Lane	Yes	93289032	(802)879-2933	(802)865-9392	FT Ethan Allen, VT 05446
Trump, Donald	5005 5th Avenue	Yes	565656565	(802)555-3333		Colchester, VT 05446
Waits, Tom	455 Devil's Gulch Wa	Yes	98775666	(802)569-8889	(802)578-8799	FT Ethan Allen, VT 05446
Wallace, Ben	235 Smackdown Lan	Yes	259587779	(802)568-9898	(802)689-9855	FT Ethan Allen, VT 05446

Household ==> Inigo Montoya Current Bal: 385.00 Previous Bal: 0.00

Select Update Manl New Auto New Soundex <<Name Lookup

... and select it!

Example 1 - Household Overcharged (Step 2)

CYMS Demo Rel 9.5a1g Reports 01/31/2003 CYS

Func Global Activity Pass League POS Court System CYS

Montoya - Global Cancel/Changes

Household Transaction Listing ☒ Include Other Balances Beginning Household Balance 136.00

Mod	Transaction Description	Date	Changes	Net Fee	Fee Paid	Net Due
AR	920000:02-Tae Kwon Do Feb (Minnie) E	12/24/2002		25.00	25.00	0.00
AR	920000:04-Tae Kwon Do Apr (Minnie) E	12/24/2002		25.00	25.00	0.00
AR	920000:08-Tae Kwon Do Aug (Minnie) E	12/24/2002		25.00	25.00	0.00
AR	920000:09-Tae Kwon Do Sep (Minnie) E	12/24/2002		25.00	25.00	0.00
AR	920000:11-Tae Kwon Do Nov (Minnie) E	12/24/2002		25.00	25.00	0.00
AR	920000:12-Tae Kwon Do Dec (Minnie) E	12/24/2002		25.00	25.00	0.00
AR	920001:03-Soccer Majors (Minnie) E	12/24/2002		150.00	150.00	0.00
AR	900002:01-Tod FD Care (Wesley) E	12/21/2002		591.00	455.00	136.00
PM	Type: CY-SAS Pass: 162 -> School-Age Pa	12/24/2002		15.00	15.00	0.00
PM	Type: CY-CHILD Pass: 108 -> Child Pass (v	12/20/2002		15.00	15.00	0.00
PM	Type: CY-MZZ Pass: 109 -> YS Privilege (	12/20/2002		0.00	0.00	0.00

Update Charges Cancellation/Void Detail Changes

Payment View H/H Revise Modules Cancel Changes

H/H Bal Excluded 0.00
Total Changes 0.00
New H/H Balance 136.00

3. Highlight the program that was overcharged and click **Update Charges**

Example 1 - Household Overcharged (Step 4)

...And
Click
OK

The screenshot shows a software window titled "CYMS Demo Rel 9.5a1g Daily Processing 02/03/2003 CYS". The window displays a table of fees for a patient named Wesley Montoya. The table has columns for Valid, Code, Description, Req, FeeCodes, Disc, Fee Amt, Count, Qty, Disc Amt, (N/A), and Net Fee. The first two rows are checked, showing fees of 546.00 and 0.00. Below the table, a "Note" field contains the calculation "591 - 45 = 546". The "Net Fees Charged For This Enrollment" is shown as 546.00. The "OK" button is highlighted with a purple box.

Valid	Code	Description	Req	FeeCodes	Disc	Fee Amt	Count	Qty	Disc Amt	(N/A)	Net Fee
☒	CDCFD	CDC FD Fee	No		Yes	546.00	1.00	1	0.00		546.00
☒	CDCLF	CDC FD Late f	No		Yes	0.00	1.00	1	0.00		0.00
☐		Not Selected	No		No	0.00	0.00	1	0.00		0.00
☐		Not Selected	No		No	0.00	0.00	1	0.00		0.00
☐		Not Selected	No		No	0.00	0.00	1	0.00		0.00
☐		Not Selected	No		No	0.00	0.00	1	0.00		0.00
☐		Not Selected	No		No	0.00	0.00	1	0.00		0.00
☐		Not Selected	No		No	0.00	0.00	1	0.00		0.00
☐		Not Selected	No		No	0.00	0.00	1	0.00		0.00

Note: 591 - 45 = 546

Ref/Reg Type: Net Fees Charged For This Enrollment: 546.00

Buttons: OK, Suspend Billing, Cancel Billing, Calc Fees, Cancel

To do so,
change
\$591 to
\$546...

As a double
check/audit,
you may wish
to log your
"math" in
the Notes
field before
you change
the Fee
Amount:
\$591 - \$45 =
\$546

4. In our example, the household was overcharged by \$45. So, we need to reduce the Fee Amount by \$45.

Example 1 - Household Overcharged (Step 5)

Always
Check:

Net
Amount
Of All
Changes.

If correct,
click Yes.

If not,
click No
and
Cancel
Changes
to start
over

CYMS Demo Rel 9.5a1g Daily Processing 02/03/2003 CYS

Func Global Activity Pass League PQS Court System CYS

Montoya - Global Cancel/Changes

Household Transaction Listing ☒ Include Other Balances Beginning Household Balance 136.00

Mod	Tr	Net Due
AR	921	0.00
AR	921	0.00
AR	921	0.00
AR	921	0.00
AR	921	0.00
AR	921	0.00
AR	921	0.00
AR	90	91.00
PM	Tyl	0.00
PM	Tyl	0.00
PM	Tyl	0.00

Question

You Have Made The Following Changes:

Original Household Balance: \$136.00
Household Balances Excluded: \$0.00
Net Amount of All Changes: \$45.00-
Resulting Household Balance: \$91.00

Do You Wish To Continue?

Total Changes 45.00-
New H/H Balance 91.00

5. To finish, click **Payment** or **Refund...**

Example 1 - Household Overcharged (Step 6)

Click
Print or
No Print
to Finish

CYMS Demo Rel 9.5a1g Daily Processing 02/03/2003 CYS

Func Global Activity Pass League POS Court System CYS

Global Payment Update For ==> Inigo Montoya

Module	Prev Balance	New Fees	Net Amt Due	New Amt Paid	Auto	Dep/Visit Due	Dep/Visit Paid	Auto
Actv Reg:	136.00	45.00-	91.00	0.00	☐	0.00	0.00	☐
Fac Rsvn:	0.00	0.00	0.00	0.00	☐	0.00	0.00	☐
Pass Mgt:	0.00	0.00	0.00	0.00	☐	0.00	0.00	☐
POS:	0.00	0.00	0.00	0.00	☐			
Rentals:	0.00	0.00	0.00	0.00	☐	0.00	0.00	☐
Lockers:	0.00	0.00	0.00	0.00	☐	0.00	0.00	☐
Trips:	0.00	0.00	0.00	0.00	☐			
Courts:	0.00	0.00	0.00	0.00	☐			
Trainers:	0.00	0.00	0.00	0.00	☐			
Total:	136.00	45.00-	91.00	0.00		0.00	0.00	

Pay Code 1 ↑ Tot Pd 0.00

Pay Ref 1

☐ Auto Balance Between Modules

User CYS ↑ Drwr 1 Date 02/03/2003 ↑

Print Print Options No Print Split Pmt View Current View Prev Cancel

6. New Fees should = the amount of your adjustment.

You may want to put in a reference to

Example 1 - Household Overcharged (Step 7)

The screenshot shows the 'Financial Info' tab of the CYMS Demo Rel 9.5a1i software. The form is divided into several sections:

- Financial Summary:** Cur A/R Bal (0.00), Prv A/R Bal (160.00), Cur P/M Bal (0.00), PM Vst Bal (0.00), Cur POS Bal (0.00), Tot.Amt Due (160.00).
- Std Discount Tables By Module:** Activity Reg (0), Passes (0), Point-of-Sale (0).
- Family Information:** Family Size (3), USDA Income (38,489.00), Family Income (28,501.00).
- Other Financial Data:** S'Ship Amt (0.00), S'Ship Used (0.00), S'Ship Avail (0.00), Bad Check Cnt (0), Lst Bad Pmt (/ /), Pmt Restrict (), Account PIN ().
- CYS Income/Discount Categories:** USDA Catg (3), Paid (), Income Catg (CAT2).
- Program Assignments:** Show Reg/Enroll Count (), Household FeeCode ().
- Consent and Review:** Spon Consent Form (12/16/2002), Lst USDA Review (12/01/2002), Profile Date (12/29/2002), Prog Agreement (12/11/2002), Family Care Plan (12/31/2002), Inactive Date (/ /).

Buttons at the bottom: Next, Done, Cancel.

Enter the appropriate value for this CDS DATE

7. To ensure this household gets charged the correct amount for the next billing, click **HH Member Update** and verify the **Family Income**